Approved For Release 2001/03/06 : CIA-RDP83-00764R000300120005-2

TAB

Approved For Release 2001/03/06 : CIA-RDP83-00764R000300120005-2

Approved For Release 2001/03/06 : CIA-RDP83-00764R000300120005-2

Contents

	Page
III. Basic Format	III-1a
A. Definitions	III-1a
B. Title	III-1b
C. Cover	III-1
D. Title Page	III-1
E. Foreword	III-2
F. Table of Contents	III-2
G. Text	III-3
1. Typeface	III-3
2. Margins	III-3
3. Spacing	III-5
4. Quotations	III-5
5. Headings	III-5
6. Footnotes	III-6
H. Classification	III-7
I. Pagination	III-9
J. Appendixes	III-9
IV. Footnotes and Documentation	IV-1
A. Footnotes	IV-1
B. Documentation	IV-1
C. The Source Reference	IV-3
D. The Source Reference Appendix	IV-4
E. Form of First Citation in Source Reference Appendix	IV-5
1. Books	IV-5
2. Periodicals -- Governmental	IV-8
3. Periodicals -- Nongovernmental	IV-10
4. Intelligence Publications	IV-11
5. Unpublished Material	IV-13
F. Form of Subsequent Citations in Source Reference Appendix	IV-15

Approved For Release 2001/03/06 : CIA-RDP83-00764R000300120005-2

Approved For Release 2001/03/06 : CIA-RDP83-00764R000300120005-2

	Page
V. Style	V-1
A. General Principles	V-1
B. Usage	V-3
1. Level of Language	V-3
2. Idiomatic Expressions	V-4
3. Illiteracies	V-5
4. Technical Language	V-8
5. Foreign Words	V-9
a. Anglicisms	V-9
b. Other Foreign Words	V-9
6. Names of Countries	V-12
7. Names of Ships	V-12
C. Mechanics	V-12
1. Abbreviations	V-12
2. Capitalization and Spelling	V-14
3. Punctuation	V-15
4. Compounding	V-16
5. Dates and Numbers	V-18
a. Dates	V-18
b. Numbers	V-19
VI. Controls	VI-1
VII. Approval	VII-1
A. Historical Board	VII-2
B. Directorate Historical Officer	VII-2
C. CIA Historical Staff Editor	VII-3

Approved For Release 2001/03/06 : CIA-RDP83-00764R000300120005-2